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Draft report

Rapporteur: Mr. Thomas Schlesinger (Austria)

Addendum**Improving the working methods and procedures of the
Committee for Programme and Coordination within the
framework of its mandate (item 7)**

1. The item entitled "Improving the working methods and procedures of the Committee for Programme and Coordination within the framework of its mandate" was included in the programme of work of the Committee as an approach to encourage the promotion of all its potential. To this end, no change in the mandate of the Committee was contemplated. Only practical difficulties needed to be addressed with a view to bolstering the Committee's efficiency and effectiveness. The discussion of the item focused on the issues set out below.

Documentation

2. The documents should be factual and analytical and should be prepared in conformity with legislative mandates in order to facilitate the deliberations of the Committee.
3. Documents should also be submitted in accordance with the six-week rule, and their format should be as specified in paragraphs 24 and 25 of General Assembly resolution 52/214 B of 22 December 1997.

Secretariat

4. The secretariat of the Committee should be responsible for the timely submission of all documentation and should monitor the progress of its preparation, submitting a detailed report to the Committee at the start of the session, including an overview of the degree to which deadlines have been met. The secretariat of the Committee should also convey the



Committee's conclusions and recommendations, as approved by the Economic and Social Council and the General Assembly, to the relevant departments of the Secretariat.

Role of observers

5. The participation by observers in the deliberations of the Committee enriches and strengthens the work of the Committee. There should, therefore, be no distinction between the role of the members of the Committee and the observers, except in the case of voting, as stipulated in paragraph 3 of rule 72 of the rules of procedure of the Economic and Social Council. This would facilitate the acceptance of the recommendations and conclusions of the Committee.

6. Some countries rarely get a chance to serve on the Committee. They usually wait for a long time to seek re-election. Therefore, those countries which cannot serve as members of the Committee for a long time benefit by attending its meetings and contributing actively as observers. Participation as an observer in the deliberations can serve as a transitional stage for members and is, therefore, necessary and welcome.

Decision-making

7. Member States should work in a spirit of compromise and willingness, especially since the Committee concludes its work by consensus in accordance with resolution 41/213 of 19 December 1986 annexes I and II thereto.

Preparation of reports

8. Reports of the Committee should be prepared in accordance with the following guidelines:

(a) A summary of additional information that is not contained in the reports of the Secretary-General should, if necessary, be included in the introductory section of the reports;

(b) The discussion section should reflect views expressed in a precise and objective manner. A copy of the interventions made may be provided to the coordinators;

(c) Conclusions and recommendations should be precise, action-oriented and concrete.

9. The discussion section of the report is of particular importance when the Committee is not in a position to reach consensus on the conclusions and recommendations. In such a case, the discussion section should accurately reflect the Committee's deliberations and should contain its explorations and assessments of the reports of the Secretary-General to help the Economic and Social Council and the General Assembly for better understanding.

Conclusions and recommendations

10. The role of the Committee in all aspects of its mandate should be strengthened.

11. The Committee stressed that the secretariat should submit necessary documentation on time and in accordance with the six-week rule. Their format should be in accordance with paragraphs 24 and 25 of General Assembly resolution 52/214.

12. The reports of the Secretary-General should conform to the mandates approved by relevant intergovernmental bodies, the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation, the terms of reference of the Committee and relevant resolutions.

13. In the proposed revisions to the medium-term plan, or in the case of its new draft, legislative mandates should be indicated with each new proposal in the form of footnotes.
 14. The discussion section of the reports of the Committee should reflect accurately and objectively the discussion that took place at the meetings. It should not have enumerators such as "one, some or many delegations".
 15. The Committee should focus more on the conclusions and recommendations of its reports, which should be precise, action-oriented and concrete. Consideration of its draft reports should start from the conclusions and recommendations section.
 16. Observers should be given a full opportunity to participate in meetings of the Committee in the deliberations on any matter of particular concern to them, in accordance with the relevant rules of procedure.
 17. The Committee recommended that the secretariat of the Committee be responsible for the timely submission of all documentation and that it monitor the progress of preparation of documentation, submitting a detailed report to the Committee at the start of the session. The secretariat of the Committee should also convey the Committee's conclusions and recommendations, as approved by the Economic and Social Council and the General Assembly, to the relevant departments of the Secretariat.
 18. The Committee decided to continue consideration of this agenda item.
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